The Lafayette Parks, Trails & Recreation Commission's

2007-2008 ACCOMPLISHMENTS

10B

The Lafayette Parks, Trails & Recreation Commission's

2007-2008 ACCOMPLISHMENTS and 2008-2009 GOALS

We create community and enhance the quality of life for the people of Lafayette through parks, trails and recreation programs.

Commission Members by Subcommittee

Trails Subcommittee
Alison Hill
Robert Lobron
Judy Nelson
Jeff Peacock

Parks Subcommittee
Geoff Bellenger
Michelle Edmunds
Mark Poole
Carol Singer

Community Center Subcommittee
Peter Read

Approved by the Commission on July 16, 2008

Lafayette Parks, Trails & Recreation Commission
Trails Subcommittee
2007-2008 ACCOMPLISHMENTS

Goal 1: Initiate AA Bond project

Activities:

A. Proposed using AA Bond money for Murray Lane Project to PTR Commission
B. Developed project plan, including time and cost estimates
C. Convened PIAG to review design options
D. Began outreach to neighbors

Goal 2: Continue to pursue easements for trails

Activities:

A. Met with Planning Staff to enhance communication and identify process for finalizing easement recording and legal description.
B. Developed criteria for Trail File completeness, including parcel maps and easement descriptions, rationale for decisions (including variances) and Trails or PTR memos. Reviewed Trails files for completeness and updated as necessary.
C. Continued to monitor progress in developments on Curran Ranch and Strand properties on Burton Ridge.
D. Worked with Planning Staff to identify exact locations of trail easements through the Soldiers Field Development. Worked with EBRPD staff on the connection through the adjacent EBMUD property and to propose realignment of an existing easement
E. Assisted Mann property owners/developers to identify trail easement locations
F. Continued to monitor proposals regarding Palos Colorados, Rancho Laguna and Bollinger Canyon developments in Moraga, and the connection of their proposed trails to Lafayette trails.
G. Continued to review proposed developments and planning applications to monitor trail easements on the Lafayette Master Trail Plan and identify new trails easements for acquisition. Attended City Council and Commission meetings to promote trails interests.
H. Worked with property owners on the West Trail to realign the trail easement through a planned subdivision.
I. Finalized an agreement with EBMUD concerning four trail easements on their property. Met with Lafayette Reservoir manager to address specific concerns on the Moraga Road to Rim Trail. Contacted Mormon Church requesting trail cleanup of excessive church ground cover.

J. Worked with developers to realign Hidden Oaks Trail easement.

Goal 3: Construct, maintain and upgrade trails over easements already obtained.

Activities:

A. Coordinated the Volunteer Trail Maintenance Program and interfaced with the Parks Maintenance Specialist on trail maintenance issues. Documented new process for monitoring trail conditions

B. Developed a policy to address easement encroachments. Contacted homeowners when easements become inaccessible to the public

C. Continued to follow up on all trails which involve some current activity as identified by the sub-committee. Maintained a tracking list

D. Added trails projects to PTR Five-Year Capital Improvement Plan for Murray Lane and South Lucille connecter to Palos Colorados.

E. Maintained Lafayette trails, including weed control, poison oak abatement, erosion control and pruning.

Goal 4: Increase public awareness of trails in Lafayette.

Activities:

A. Continued to encourage local trail use by offering Lafayette Hiking Group hikes. Worked on more publicity which resulted in increased participation in the past year.

B. Led guided hikes of Lafayette trails as part of Earth Day activities

C. Published description of Lafayette Trails in the Lafayette/Moraga Recreation Program brochures.

D. Familiarized interested community members with trail work.

E. Involved local Eagle Scouts in trails projects.

Goal 5: Collaboration with other agencies.

Activities:

A. Worked with Parks sub-committee on parkland acquisition projects, utilizing resident survey to gather input.

B. Attended EBRPD meetings on renewing AA Bond in 2008.

Approved by the PT&R Commission on July 16, 2008

Lafayette Parks, Trails & Recreation Commission
Parks Subcommittee
2007-2008 ACCOMPLISHMENTS

Goal 1: Work towards continued funding, development and expansion of Lafayette parks.

Activities:

A. Continued to develop, update and implement the five-year Capital Improvement Plan (CIP) in conjunction with Administrative Services staff. The CIP for fiscal years 2008-09 through 2012-13 was approved by the City Council on June 9, 2008.

B. Reviewed and recommended approval by City Council of a contract proposal with Seifel Consulting, Inc. to refine the Parklands Dedication Fee and create a new impact fee. City Council approved contract on November 21, 2007. Held several meetings with Seifel representatives to develop and review the new fee structures. A special PTR Commission meeting was held on April 23rd with Seifel to finalize the fees and forward to the City Council for adoption.

PARKS MASTER PLAN

C. Approved the scope of work and budget as presented by the consultant LandPeople, for the Master Plan and the Park Needs and Inventory Analysis. Met with City Planning Staff.

D. Reviewed Phase I and II with Staff and City Attorney and developed a public input and review process. Completed the Phase I Background Report, initially dated March 10, 2008. Report posted on City website, and several updates made based on more input and review.

E. Reviewed and edited LandPeople's PowerPoint presentation and Survey for first public Workshop held November 28, 2007 at the Community Center. Workshop materials posted on City website.

F. Agreed that PTR Commissioners would present a summary version of workshop materials to community groups. Presentations were made to 18 groups including PTA's, the Chamber, the Lafayette Homeowners Council, Happy Valley Improvement Association and sports groups. Also, information provided electronically to a couple other homeowner groups.

G. Met on June 28, 2008 to discuss how to present the Survey and public outreach results in a report. Directions and suggestions provided to consultant who will prepare drafts for review.

H. The Phase II public outreach is scheduled to be completed by September 2008 and the Master Plan by April 2009.

***Lafayette Parks, Trails & Recreation Commission* — Parks Subcommittee**
2007-2008 ACCOMPLISHMENTS

COMMUNITY PARK

I. Met with landscape architect regarding refurbishment of the Children's Play area at the south end. Project to include new tot equipment, replacing the wood fiber material with a rubberized surface, installing a fence around the tot area and expanding the playground to include equipment for older children.

DOG EXERCISE AREA (Dog Park)

J. Continued to work with LDOG (Lafayette Dog Owners Group) in support of a Dog Park on County-owned property at Olympic Blvd and Pleasant Hill Road. The PTR Commission heard a presentation of the project by Sharon Samson of LDOG, held a meeting with EBRPD representatives and LDOG members, and sent a letter over the Mayor's signature to Supervisor Uilkema asking for assistance in contacting the County.

K. The City Council voted to form a Task Force to investigate the acquisition and development of the Olympic Blvd site for a Dog Park. Council Member Andersson is the Chair with two members each from Staff, PTR Commission and LDOG.

L. An initial meeting was held with the County Flood Control District, Council Member Andersson and Jennifer Russell, Parks and Recreation Director and EBRPD personnel. The first meeting of the Task Force was held June 26 with a discussion of next steps.

OTHER PROJECTS

M. Identified four potential sites for designation by the FOCUS Program as Priority Conservation Areas (PCA):

    1. Lafayette Ridge at Deerhill and Pleasant Hill Roads
    2. Burton Ridge from southern city boundary to Olympic Blvd
    3. Parcel between Palos Colorados in Moraga and St. Mary's Road
    4. Wilderness Park area on west side of Lafayette connecting to Orinda

    FOCUS recommended Burton Ridge and Lafayette Ridge areas for designation and forwarded their recommendation to ABAG for adoption at its July 2008 meeting.

N. Heard presentation by Hunter Holding on request that the City buy his 20+ acre ranch that was for sale. Commission toured the property on December 28th, held several more discussions and agreed the property would be a good addition to City parkland if the City could buy it. The City Council approved the City Manager's recommendation that he negotiate an option to buy agreement with the Holdings. However, the property was sold to a private party.

O. Discussed projects to submit to EBRPD for return of $113,870 Measure AA funds not used from the past EBRPD bond measure. Approved Murray Lane Path project and added property to parkland acreage.

P. Continued to follow development proposals for future contributions of Parkland Fees and/or park development.
   1. Condominiums at the Hillside Motel – Woodbury
   2. Condominiums on the Mt. Diablo Court on the east side of town – Park Terrace
   3. Condominiums on the north side of the Bart Station
   4. Town Center III apartments, condominiums and work studios

Goal 2: Participate in the development of policies that affect parks, encourage public awareness and use of park facilities, and promote sustainability.

Activities:

A. Participated in the Downtown Strategic Plan process with a representative on the Advisory Committee.
   1. Walked the downtown (RDA) area with the Advisory Committee and consultants.
   2. Attended Community Workshop on September 27th.
   3. Provided input into potential park goals, strategies and locations in the downtown at the several Advisory Committee meetings held.

B. Participated on the City's Environmental Task Force with a PTR representative.

C. Attended the Lafayette School District presentations for the master planning of the District's outdoor recreational facilities at its five school sites. School Board approved the landscape plans in May, but no further action has been taken.

D. Heard presentation by residents seeking PTR Commission support for the designation of Acalanes Ridge as open space by EBRPD. A field trip to the site to be organized.

Goal 3: Review and support effective management and operations of existing park facilities in a manner that maintains safety and enhances public enjoyment.

Activities:

A. Continue to facilitate and approve Eagle Scout projects for the Community Park, including: 1) removing non native plant species and constructing a bench under the oak tree; 2) building a message board for the Petanque courts; and 3) building two picnic tables at the Petanque site.

B. Approved Lamorinda Baseball Academy's request to hold a movie night program for Academy kids ages 9-13 at Buckeye Fields. Neighbors notified of the event. Movie night held October 6, 2007, and no complaints were received.

C. Approved use of the Community Park for Cross Country meets, which went smoothly this year. Written conditions were agreed upon to prevent parking problems and other negative impacts to the park.

D. Renamed the South Field at Buckeye Fields in honor of Matt Chaney at the request of Little League. Installed a new sign – Chaney Field – for Little League grand opening March 2008.

E. Approved Little League request to hold a movie night program at Buckeye Fields in early May 2008. Neighbors notified of event. Event canceled following letters and phone calls from neighbors objecting to the event.

F. Addressed other park operational issues:
   1. Continued to request police patrols at Brook Street Park and Leigh Creekside Park in response to complaints about graffiti, trash and smoking.
   2. Heard public testimony and discussed a request to change current dog leash ordinance to allow off-leash dogs in the park before 9 AM and after 7 PM. The Commission did not support this change.
   3. Asked animal control officers to cite dog owners with off-leash dogs in the park in response to continued complaints. Followed up with letter from City Manager. Installed signs at park entrances clearly denoting the leash law.
   4. Continued to address the issue of BMX bicycle jumps constructed in the Community Park and damaging the environment especially the creek banks. Removed jumps using Conservation Corps. Staff held meetings with BMX riders to focus on developing a PTR-supported area in the Community Park.

G. Reviewed plans and approved requests by Greg Travers, Park Maintenance Specialist:
   1. Hired a landscaper to work on a time-and-material basis to perform maintenance on the ball fields at Buckeye. Little League will pay a portion of the costs.
   2. Install wood chips on the main trail in the park.
   3. Repaired play structure and gates at Brook Street Park.
   4. Added half a work day on Saturday to provide increased supervision at the parks and ball fields.
   5. Walked the park with Director and Parks Subcommittee member to develop the least invasive disking plan for fire control of the Community Park. Then, monitored the actual disking.

Approved by the PT&R Commission on July 16, 2008

Lafayette Parks, Trails & Recreation Commission
Community Center Subcommittee
2007-2008 ACCOMPLISHMENTS

Goal 1: Worked toward the completion of the facility per the Community Center Master Plan.

Activities:

A. The Lafayette Community Center Foundation continued to raise funds for Community Center facility improvements. $9,988 was raised during FY 07-08. The LCCF Board pledged $6,000 toward a storage building and $3,200 toward lighting improvements in the Live Oak Room.

B. Commissioner Peter Read served as Commission Liaison to the Lafayette Community Center Foundation. He attended LCCF meetings and supported fundraising efforts.

C. The expansion of the Community Center Parking Lot and construction of a new multi-sport Rink was completed and a grand opening was held on September 29. (See Parks Subcommittee Accomplishments for a detailed report.)

Goal 2: Supported the continuance of self-sufficiency by the Recreation Programs.

Activities:

A. Preliminary figures show $1,046,430 in income with $1,005,524 in expenditures, and $20,000 in transfers leaving $40,906 for FY 07-08. Combined with the previous year operating surplus and the estimated fund balance is $96,544. There was concern that the split from Moraga would adversely affect the Department's ability to break-even but this did not occur. (Numbers are preliminary for fiscal year 07-08, and may change after the audit is completed in October.)

B. 103 individuals volunteered a total of 1,249 hours to the PTR Dept. Of this total, 315 hours went toward recreation programs.

C. The number of online registrations increased, freeing staff to do more promotional tasks.

D. A comprehensive promotional plan was put in place, additional mailing routes received the seasonal guide and customers were routinely notified of activities that fit their interests and ages.

Goal 3: Monitored Major Maintenance Plans/Activities.

Activities:

A. Staff partnered with a program offered through ABAG and PG&E called "Energy Watch". The program audits facility systems and recommends improvements that will increase efficiency. The first improvement included the replacement of all interior lights with energy efficient fluorescent bulbs. Additional recommendations

including replacement of the boiler and adding insulation and various control devices. Funds have been incorporated into the 08-09 budget for this work.

B. As of June 30, 2008 the Community Center Sinking Maintenance Fund is up to $120,000. During last year's budget discussions, staff was directed to research roofing options and return to the Council with findings and a recommendation. Given the wide range of roofing treatments and costs, staff met with roofing professionals and scheduled on site meetings with three roofing consultants. All three confirmed that the existing roof has served the Center well but, given the age of the roof, obvious signs of deterioration, and six leak repairs over the winter, it is time to replace it. At the June 9, 2008 City Council meeting, the Council directed staff to hire a consultant to design a new roof that would utilize asphalt shingles and insulation (if feasible).

Approved by the PT&R Commission on July 16, 2008

The Lafayette Parks, Trails & Recreation Commission's

2008-2009 GOALS

Lafayette Parks, Trails & Recreation Commission

Trails Subcommittee

2008-2009 GOALS

Goal 1: Develop AA Bond project

Activities:

A. Present Murray Lane Project Plan to neighborhood for comment

B. Hold public meeting(s) to refine plan

C. Obtain PTR Commission support for presenting the proposed plan to City Council

D. Submit request to East Bay Regional Parks for grant of funds

E. Construct trail along Murray Lane

Goal 2: Continue to pursue easements for trails as shown on the Master Plan.

Activities:

A. Review subdivision applications where trails are shown in the Trails Master Plan and follow them as they move through the proceedings before the Design Review Commission, Planning Commission and City Council. Assist City Staff and owner to identify appropriate trail locations.

B. Ensure that developers or property owners are marking trail easements with permanent survey markers in accordance with the City's "Conditions of Approval for Subdivisions".

C. Manage process for finalizing easement recording and legal description, and maintaining documents.

D. Continue work on criteria for Trail File completeness, including parcel maps and easement descriptions, rationale for decisions (including variances) and Trails or PTR memos. Review Trails files for completeness and update as necessary.

E. Continue to work with potential developers to establish trail easements, and work with neighbors and identify owners of property contiguous to trails on the Trails Master Plan.

F. Secure updates regarding trail easement properties involving agencies, such as EBMUD and EBRPD, and neighboring communities.

G. Meet with Planning Staff

Goal 3: Construct, maintain and upgrade trails over easements already obtained.

Activities:

A. Coordinate the Volunteer Trail Maintenance Program. Identify trail conditions requiring attend and perform repairs or interface with the Parks Maintenance Specialist on trail maintenance issues.
B. Implement policy to address easement encroachments. Contact homeowners when easements become inaccessible to the public or annually for outstanding easement conditions.
C. Continue to follow up on all trails and easements which involve current activity as identified by the sub-committee. Maintain tracking list.
D. Pursue outside sources of funding for trail projects.
E. Identify additional trails projects for PTR Five-Year Capital Improvement Plan.

Goal 4: Increase public awareness of trails in Lafayette.

Activities:

A. Continue to encourage local trail use by offering Lafayette Hiking Group hikes.
B. Lead hikes on Lafayette trails described in the Lafayette Recreation Program Brochure.
C. Promote and continue awareness through public media e.g. news articles, Lafayette City Website, Recreation Brochure and Trail Maps at the Community Center.
D. Promote local trails with 2009 Earth Day events.
E. Familiarize interested community members with trail work.
F. Continue to involve Eagle Scouts in trails projects.

Goal 5: Collaboration with other agencies.

Activities:

A. Work with other sub-committees on Commission projects.
B. Meet with other agencies to promote initiatives which benefit Lafayette trails efforts.

Approved by the PT&R Commission on June 11, 2008

Lafayette Parks, Trails & Recreation Commission

Parks Subcommittee

2008-2009 GOALS

Goal 1: Work towards continued funding, development and expansion of Lafayette parks.

Activities:

A. Complete the Parks Master Plan for the City of Lafayette.

B. Continue to update and implement the Parks, Trails & Recreation 5-Year Capital Improvement Plan. Meet and coordinate with the Engineering Services Manager and the Administrative Services Director as needed.

C. Work with the Park Improvement Advisory Group (PIAG), major facility users, and funding donors to implement specific park developments, such as equipment storage, playgrounds, picnic areas, food service, restrooms and neighborhood parks.

D. Evaluate opportunities to acquire and develop additional park facilities and/or property consistent with City policies, financial capability and the to-be-completed Parks Master Plan.

E. Complete the update to the existing parkland fee structure and levels, and seek Council approval of revisions and updates, including fees in-lieu of parkland dedication and facility development impact fees.

F. Seek out non-general fund money and resources to help support the development of City parks (e.g. grants, donations, volunteer efforts, etc.).

G. Monitor large housing development applications for their potential contribution to parkland fees and/or their provision of parkland.

Goal 2: Participate in the development of policies that affect parks, encourage public awareness and use of park facilities, and promote sustainability.

Activities:

A. Continue to participate in forums and task groups that involve parks and recreation policies and plans, such as the Downtown Strategy Advisory Committee and the Environmental Task Force.

B. Increase community awareness of Lafayette's park facilities.

C. Work with City staff, Parks Maintenance Specialist and park users to maximize use of the sports fields and other facilities, subject to operation and maintenance requirements.

D. Review City website and propose changes to bring park-related descriptions and other park elements up-to-date.

Parks Subcommittee

2008-2009 GOALS

Goal 3: Review and support effective management and operations of existing park facilities in a manner that maintains safety and enhances public enjoyment.

Activities:

A. Maintain an on-going review of the Rules and Procedures for the Community Park and other City Parks.

B. Assist City staff in updating user fees to reflect actual city costs for park operation and maintenance, to be comparable to similar facility fees in nearby cities, and to promote satisfied users.

C. Work with staff and park users to ensure that a continuing dialogue exists around operations and maintenance practices and requirements.

D. Provide prompt analysis and recommendations in response to requests regarding park facilities and operations.

E. Help seek volunteer support for specific maintenance and other projects.

F. Perform annual review of the Merriewood Children's Garden pursuant to the lease requirements.

Approved by the PT&R Commission on June 11, 2008

Lafayette Parks, Trails & Recreation Commission
Community Center Subcommittee
2008-2009 GOALS

Goal 1: Work toward the completion of the facility per the Community Center Master Plan.

Activities:

A. Pursue financing avenues, e.g. donations and grants.

B. Provide a Commission liaison to the Community Center Foundation and Hockey Fundraising Committee to support fundraising activities.

C. Provide input on improvement plans. The PTR 5-year CIP includes the Manzanita Room and 'Book Room' Improvements.

D. Provide input during the formation of the Parks Master Plan.

Goal 2: Support the continuance of self-sufficiency that has been attained by the Recreation Programs.

Activities:

A. Periodically review staff's financial reports to help gauge the effectiveness of ongoing revenue enhancement and cost savings activities.

B. Support staffs' efforts toward the design and development of new programs and events that will increase participation in revenue generating activities.

C. Assist staff with identifying volunteer resources and analyzing ongoing use of volunteers.

Goal 3: Monitor major maintenance plans and activities.

Activities:

A. Maintain working relationships with building and grounds resource people to ensure quality work.

B. Present an annual budget for major maintenance projects and annually report on the Community Center Maintenance Sinking Fund account balance.

C. Implement energy efficiency improvements.

Approved by the PT&R Commission on June 11, 2008